



### PROFESSIONAL SERVICES BULLETIN

Submittals  
for projects appearing  
in this *Professional  
Services Bulletin* are  
**due by**  
**11:00 a.m.,**  
**December 13, 2007.**

The projects from this  
bulletin will be  
presented at the  
**February 5, 2008**  
**Board Meeting.**

**NOTICE TO RECIPIENTS:**  
Please read carefully and  
follow all rules and instructions  
in this document.

**REMINDER:** You are able  
to access the 255 Form  
(revised 05/07) located at the  
CDB's website. Use only this  
version of the form for  
submittal.

Posted to website 11/29/07.

Board Meeting results can be  
found on CDB's website  
February 6, 2008.

Internet Address:  
[www.cdb.state.il.us](http://www.cdb.state.il.us)

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# PROFESSIONAL SERVICES BULLETIN

## GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, [www.cdb.state.il.us](http://www.cdb.state.il.us).

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee  
Capital Development Board  
3rd Floor, William G. Stratton Building  
401 South Spring Street  
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

**SPECIAL NOTICE:** *This bulletin may contain projects that Governor Blagojevich has deemed to be particularly important to the local economy. Because of the impact these projects will have in creating jobs and making the region more attractive to businesses, CDB will rigorously enforce the project schedules. Please keep this in mind when submitting on economic development projects, which are designated in the bulletin descriptions.*

### SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
  - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).

### PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

#### **SUBMITTAL PROCEDURES:**

- **REMINDER: You are able to access the 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

#### **REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:**

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).

## SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website ([www.cdb.state.il.us](http://www.cdb.state.il.us)) the day after the Board Meeting as designated on the respective bulletin cover.

## FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

**CDB PROJECT NO. 546-325-057**  
**Department of Military Affairs**  
**Construct Combined Support Maintenance Shop**  
**Camp Lincoln (Springfield) - Sangamon County**

**INTERVIEWS MAY BE REQUIRED**

**CDB PROJECT MANAGER: Mark Gerardot**

**APPROPRIATED AMOUNT: \$283,000 (FEDERAL FUNDS)**  
**ESTIMATED TOTAL PROJECT COST: \$7,358,000 (FEDERAL FUNDS)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: N/A**

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Camp Lincoln in Springfield is a 55,853 square foot, 54 building facility constructed in 1903.

The scope of work provides for developing bridging documents for a design build project. The project is to construct a 41,600 square foot, combined support, maintenance shop including administrative space, a supply room, tool room, battery room, canvas work area, welding area, machine and carpenter repair shop, body shop, paint booths, warm-up bay, two over-head cranes, lockers, a loading ramp, and break/assembly areas. The scope of work also provides for demolishing two buildings totaling approximately 34,000 square feet, installing security fencing and site lighting, and providing site electrical.

The firm selected to design the bridging documents must have prior experience in developing this type of document and should have experience as part of a design build team.

The bridging documents will include but not be limited to:

- Project Intent
- Site Layout
- Building Configuration
- Program Elements
- Required Building Components such as Security Systems, etc.
- Quality Standards for Building Components
- LEED Silver Design
- DOD Design Criteria

The selected firm will be responsible for reviewing and evaluating the Phase I and Phase II qualification submittals for the design build team. The firm may be required to provide observation/quality assurance services during construction.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-119**

**Department of Transportation**

**Upgrade HVAC, Plumbing Systems and Roof Repairs - District 1 and District 3  
Elgin, St. Charles, Alsip, Gardner, Kankakee and I-80 Three Rivers Rest Areas**

**CDB PROJECT MANAGER: Andrea Bauer**

**APPROPRIATED AMOUNT: \$637,000**

**ESTIMATED TOTAL PROJECT COST: \$637,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Elgin Sign Shop is a 25,488 square foot, brick building constructed in 1956. The St. Charles Salt Dome is a 14,500 square foot, concrete and wood dome constructed in 1999. The Alsip Team Section Salt Dome is a 14,500 square foot, concrete and wood dome constructed in 1999. The Gardner Maintenance Facility is a 1,280 square foot, metal building constructed in 1976. The Kankakee Headquarters is a 26,751 square foot, 13 building maintenance facility constructed in 1955. The Three Rivers Rest Area is a 7,572 square foot, two building (eastbound/westbound) facility constructed in 1971.

The scope of work for the Elgin Sign Shop (District 1) includes replacing the 2 ½ inch water service line, installing a one inch water line, and installing isolation valves, frost proof sills, and check valves.

The scope of work for the St. Charles Team Section Salt Dome (District 1) includes replacing the salt dome shingled roofing system.

The scope of work for the Alsip Team Section Salt Dome (District 1) includes replacing the salt dome shingled roofing system.

The scope of work for the Gardner Maintenance Facility (District 3) includes replacing the steel roofing system and replacing damaged roof deck and steel siding.

The scope of work for the Kankakee Headquarters (District 3) includes replacing the EPDM roofing system, rotten or broken rafters, siding on the maintenance facility, and the asphalt shingles on the 5,281 square foot salt dome.

The scope of work for the I-80 Three Rivers Rest Areas (eastbound/westbound - District 3) includes replacing the air handlers, compressors, control panels, furnace motors, and air conditioning condensers.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-120**  
**Department of Transportation**  
**Various Improvements - District 2 and District 3**  
**Roscoe, Amboy, Ladd and I-80 Great Sauk Trail Rest Areas**

**CDB PROJECT MANAGER: Tim Dietz**

**APPROPRIATED AMOUNT: \$360,900**  
**ESTIMATED TOTAL PROJECT COST: \$360,900**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Roscoe Operations Yard Salt Storage Building is a 5,500 square foot, concrete and shingle building constructed in 1975. The Amboy Operations Yard is a 20,850 square foot, four building, maintenance facility constructed in 1975. The Ladd Salt Storage Facility is a 4,069 square foot, concrete and shingled building constructed in 1995. The I-80 Great Sauk Trail Rest Area is a 9,200 square foot, two building (eastbound/westbound) facility constructed in 1971.

The scope of work for the Roscoe Operations Yard Salt Storage Building (District 2) includes replacing the asphalt shingle roofing system and exterior siding.

The scope of work for the Amboy Operations Yard (District 2) includes replacing the asphalt shingle roofing system and dormer on the 5,282 square foot salt storage building. The scope of work also provides for installing an oil/water separator.

The scope of work for the Ladd Salt Storage Facility (District 3) includes structural repairs to the building masonry and brick walls and installing structural members and braces.

The scope of work for the I-80 Great Sauk Trail Rest Areas (eastbound/westbound – District 2) includes installing a 400 amp breaker and providing switch gear connections. The scope of work also includes upgrading the HVAC systems including replacing the air conditioning system compressors.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-121**  
**Department of Transportation**  
**Various Improvements - District 3 and District 5**  
**Forrest, Buckley, Watseka, Danville, Fithian and Tuscola**

**CDB PROJECT MANAGER: Jane Gucker**

**APPROPRIATED AMOUNT: \$700,000**  
**ESTIMATED TOTAL PROJECT COST: \$700,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Forrest Sub-Headquarters Storage Building is a 3,370 square foot, metal building constructed in 1976. The Buckley Sub-Headquarters Storage Building is a 2,100 square foot, metal building constructed in 1976. The Watseka Maintenance Yard Storage Building is a 2,400 square foot, metal building constructed in 1963. The Danville Maintenance Yard is a 25,394 square foot, six building facility constructed in 1957. The Fithian Maintenance Yard is a 22,408 square foot, four building facility constructed in 1963. The Tuscola Maintenance Storage is a 16,284 square foot, four building facility constructed in 1972.

The scope of work for the Forrest Sub-Headquarters Storage Building (District 3) includes replacing the steel roofing system, repainting the exterior, and replacing the rotting wood wall. The abatement of lead paint may be required.

The scope of work for the Buckley Sub-Headquarters Storage Building (District 3) includes replacing the metal roofing system, purlins/rafters, and exterior siding.

The scope of work for the Watseka Maintenance Yard Storage Building (District 3) includes structural repairs to the building concrete and brick walls.

The scope of work for the Danville Maintenance Yard (District 5) includes upgrading the approximately 144 square foot men's restroom to meet current ADA requirements. The scope of work also includes constructing an approximately 49 square foot women's restroom and providing all associated electrical, plumbing and lighting systems.

The scope of work for the Fithian Maintenance Yard (District 5) includes constructing an approximately 49 square foot women's restroom including all associated electrical, plumbing, and lighting systems.

The scope of work for the Tuscola Maintenance Storage Facility (District 5) includes connecting an eight inch water main and eight inch sanitary sewer line with lift station to the city.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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**CDB PROJECT NO. 630-000-122**

**Department of Transportation**

**Various Improvements - District 6 and District 8**

**Rushville, Springfield Day Labor/Sign Shop, Springfield District 6 Headquarters,  
Litchfield Maintenance Yard, Carrollton Maintenance Yard and Hamel Maintenance Yard**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$990,000**

**ESTIMATED TOTAL PROJECT COST: \$990,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Rushville Maintenance Yard is a 10,240 square foot, two building facility constructed in 1972. The Springfield Day Labor/Sign Shop is a 213,974 square foot, 32 building facility constructed in 1950. The District 6 Headquarters in Springfield is a 85,603 square foot, seven building facility constructed in 1934. The Litchfield Maintenance Yard is a 17,258 square foot, six building facility constructed in 1956. The Carrollton Maintenance Yard Salt Storage Dome is a 2,922 square foot, concrete and wood building constructed in 1986. The Hamel Maintenance Yard is a 21,539 square foot, six building facility constructed in 1964.

The scope of work for the Rushville Maintenance Yard (District 6) includes constructing an approximately 3,040 square foot cold storage building with three, 20' x 12', steel, garage doors.

The scope of work for the Springfield Day Labor/Sign Shop (District 6) includes replacing the metal roofing system and exterior siding on the Unit B building; installing a water pressure booster and associated plumbing in the Unit F shop; and, installing additional heating in the Sign Shop.

The scope of work for the District 6 Headquarters in Springfield includes replacing the freezer compressors, the associated equipment, wiring, and controls. The scope of work also includes rerouting the Material Labs utility lines and replacing four main steam shut-off valves in the boiler room in the Main Building.

The scope of work for the Litchfield Maintenance Yard (District 6) includes constructing an approximately 864 square foot heated wash bay addition to the existing building and constructing an approximately 576 square foot pole building for sign storage.

The scope of work for the Carrollton Maintenance Yard Salt Storage Dome (District 8) includes replacing the asphalt shingle roofing system.

The scope of work for the Hamel Maintenance Yard (District 8) includes constructing a salt storage building.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-123**  
**Department of Transportation**  
**Various Improvements - District 9**  
**Dongola, Pinckneyville, Murphysboro, Enfield,**  
**Carbondale District 9 Headquarters, Marion and Mt. Vernon**

**CDB PROJECT MANAGER: Ross Zeidler**

**APPROPRIATED AMOUNT: \$625,000**  
**ESTIMATED TOTAL PROJECT COST: \$625,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Dongola Maintenance Facility Equipment Storage Building is a 2,520 square foot, pole building constructed in 1997. The Pinckneyville Maintenance Facility Equipment Storage Building is a 2,880 square foot, pole building constructed in 1989. The Murphysboro Maintenance Facility Equipment Storage Building is a 4,608 square foot, pole building constructed in 1991. The Enfield Maintenance Facility is a 17,996 square foot, four building facility constructed in 1978. The District 9 Headquarters in Carbondale is a 141,893 square foot, 10 building facility constructed in 1941. The Marion Maintenance Facility is a 26,436 square foot, nine building facility constructed in 1964. The Mt. Vernon Maintenance Facility Salt Dome is a 4,070 square foot dome constructed in 1992.

The scope of work for the Dongola Maintenance Facility Equipment Storage Building, the Pinckneyville Maintenance Facility Equipment Storage Building, and the Murphysboro Maintenance Facility Storage Building includes constructing an approximately 15' x 64' extension to the existing metal roofs.

The scope of work for the Enfield Maintenance Facility includes removing the shingle roofing system on the old salt building, replacing the decking material and installing a metal roof. The scope of work also includes installing four overhead doors with electric openers and lighting.

The scope of work for the District 9 Headquarters in Carbondale includes replacing the ballast and rubber roofing system on the Materials and Maintenance Building. The scope of work also includes replacing damaged brick and framing materials on the salt storage bins at the Carbondale Yard.

The scope of work for the Marion Maintenance Facility includes reconfiguring office space for employee ready-rooms and an ADA compliant restroom. The scope of work also includes replacing the asphalt shingle roofing system on the salt storage building.

The scope of work for the Mt. Vernon Maintenance Facility Salt Dome includes replacing the asphalt shingle roofing system and roof decking.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-124**  
**Department of Transportation**  
**Salt Dome Repairs - District 3**  
**Ashkum, Buckley, Pontiac, Morris and Reading**

**CDB PROJECT MANAGER: Steve Halm**

**APPROPRIATED AMOUNT: \$545,000**  
**ESTIMATED TOTAL PROJECT COST: \$545,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Ashkum Headquarters Salt Dome is a 5,280 square foot, wood structure constructed in 1989. The Buckley Sub-Headquarters Salt Dome is a 3,000 square foot, wood structure constructed in 1991. The Pontiac Headquarters Salt Dome is a 5,278 square foot, concrete structure constructed in 1986. The Morris Headquarters Salt Dome is a 5,278 square foot, concrete structure constructed in 1985.

The scope of work for the Ashkum Headquarters Salt Dome includes replacing the asphalt shingle roofing system and repainting the dormer and door opening.

The scope of work for the Buckley Sub-Headquarters Salt Dome includes replacing the asphalt shingle roofing system, repairing the wood framing and roof deck, and repainting the dormer and door opening.

The scope of work for the Pontiac Headquarters Salt Dome includes replacing the asphalt shingle roofing system and repairing damaged roof panels and penetrations.

The scope of work for the Morris Headquarters Salt Dome includes replacing the asphalt shingle roofing system, repairing damaged roof panels and penetrations, repainting the dormer and door opening, and installing aluminum fascia.

The scope of work for the Reading Storage Facility includes constructing a salt storage facility.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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